

Cranford Parish Council

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To members of the council: You are summoned to attend the **Annual Meeting of Cranford Parish Council** to be held at Cranford Memorial Hall on Tuesday 18th May 2021 at 7pm for the purpose of transacting the following business. A Covid risk assessment is attached to this Agenda which details the correct process for use of the village hall for the meeting.

Signed  Parish Clerk

Agenda

- 21/01 **Election of Chairman**- members are asked to formally appoint a chairman and vice chairman (if required) for the forthcoming year
- 21/02 **Declaration of Acceptance**- new Chairman/Vice Chairman to sign when practical.
- 21/03 **Apologies**-members to approve apologies for absence
- 21/04 **Declaration of Interests** –members to declare any pecuniary or prejudicial interests in relation to items on the agenda
- 21/05 **Co-option of councillors**- to note that due to vacancies on the council after the Election, the council may co-opt members if any suitable candidates come forward
- 21/06 **Minutes of last virtual meeting**- 29th April 2021- Subject to approved amendments the minutes will be confirmed as a correct record
- 21/07 **Governance Policies**- members to review and reapprove
- a) Financial Regulations (including review of bank signatories)
 - b) Standing Orders
 - c) Code of Conduct
 - d) GDPR regulations
 - e) Model Publication Scheme
 - f) Equal Opportunities
- 21/08 **Insurance cover**-To note Asset register and Risk Assessment were approved at April meeting, minute 20/0106 f (i) an (ii) and showed no changes required. Therefore, the insurance renewal to be approved. 3yr Long term agreement expires next June 2022
- 21/09 **Dates for next meetings**- To be determined dependent on Village Hall availability. Due last Thursday in July, Sept, Nov, Jan, Mar

Ordinary meeting items of note

- 21/010 **Public Session**- The council will receive and process comments and questions from members of the public/press in accordance with the Standing Orders
- 21/011 **Accounts**-
- a) members will receive and approve a monthly account of financial situation

b) Payments to be approved- in accordance with relevant legislation

Came & Co (Arthur Gallagher)	Local Council Insurance	£347.05		BACS	LGA 1972 s111
North Northants Council	Sec 50 License for speed signs	£321		BACS	LG and Rating Act 1997 s30

20/011 **Planning-** For discussion and comments where applicable

a) NK/2021/0405 Parcel DC2 Hanwood Park-approval of reserved matters

b) NK/2021/0404 Parcel FOS1 Open Space Hanwood Park- approval of reserved matters

20/012 **Community on-going matters**

a) VAS update

b) To note that two volunteers are to be trained to do the monthly check on defibrillators

20/013 **Chairman's announcements-** (for information)- the Chairman will report on the activities of the Council when applicable

20/014 **Clerk Announcements-**

a) to note Internal Audit Report (circulated) and that informal suggestions actioned.

b) Still awaiting Welcome Pack contributions from Church and Village Hall

c) Clerk vacancy- to note no applications received as yet and decide what to do

d) To note that Clerk has expenses and outstanding Holiday pay to be claimed.

20/015 **Items for next meeting or for general interest-** any matters arising from this meeting which need to be carried forward

Date of next meeting- TBD July 2021